

**GOVERNMENT OF TELANGANA**  
**A B S T R A C T**

PUBLIC SERVICES – The Telangana State Secretariat Subordinate Service Rules, 1997 – Method of appointment to the post of Section Assistant Grade-I – Orders – Issued.

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GENERAL ADMINISTRATION (SU.II) DEPARTMENT

G.O.Ms.No. 146

Dated: 11-09-2023

Read the following:-

1. G.O.Ms.No.897, G.A (SU.III) Dept, dt.27.12.2013.
2. G.O.Ms.No.160, G.A (SU.III) Dept, dt.14.17.2017
3. Representation of the President, Telangana Secretariat Association, dt.20.12.2021.

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**O R D E R :**

In the reference 1<sup>st</sup> read above, orders were issued incorporating DR & T Assistants who possess Graduation qualification as feeder category for promotion to the post of Section Assistant Grade-I.

2. In the reference 2<sup>nd</sup> read above, orders were issued incorporating the post of Record Assistants of Secretariat as feeder category for promotion to the post of Section Assistant Grade-I, on par with Section Assistant Grade-II.

3. In the reference 3<sup>rd</sup> read above, President, Telangana Secretariat Association has stated that the category of Class-IV services and Drivers are feeder categories to the post of Typist-cum-Assistant. Since the post of Section Assistant Grade-I was created by converting the post of Typist-cum-Assistant, it is tenable to include the feeder categories of the post of Typist-cum-Assistant as also feeder categories for promotion to the post of Section Assistant Grade-I, on par with existing Section Assistant Grade-II and Record Assistants, and fix the ratio between three categories i.e., (1) Class-IV services (2) Record Assistants & Drivers (3) Section Assistant Grade-II, for promotion to the post of Section Assistant Grade-I at 3:1:1, respectively.

4. Government, after careful examination, hereby order to incorporate the categories of Class-IV services (Last Grade) and Drivers as feeder categories on par with existing Section Assistant Grade-II and Records Assistants, for promotion to the post of Section Assistant Grade-I, and fix the ratio between three categories i.e., (1) Class-IV services (2) Record Assistants & Drivers (3) Section Assistant Grade-II, for promotion to the post of Section Assistant Grade-I at 3:1:1, respectively, and in the order of rotation as specified below in every cycle of ten vacancies:-

1 <sup>st</sup> vacancy	Last Grade Service
2 <sup>nd</sup> vacancy	Last Grade Service
3 <sup>rd</sup> vacancy	Last Grade Service
4 <sup>th</sup> vacancy	Record Assistant & Drivers
5 <sup>th</sup> vacancy	Section Assistant Grade-II
6 <sup>th</sup> vacancy	Last Grade Service
7 <sup>th</sup> vacancy	Last Grade Service
8 <sup>th</sup> vacancy	Last Grade Service
9 <sup>th</sup> vacancy	Record Assistant & Drivers
10 <sup>th</sup> vacancy	Section Assistant Grade-II

**P.T.O.**

5. The General Administration (Ser.B) Department shall make necessary amendments to the Telangana Secretariat Subordinate Service Rules, accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

**SANTHI KUMARI**  
**CHIEF SECRETARY TO GOVERNMENT**

To  
The General Administration (Ser.B) Dept.  
Copy to:  
The President, Telangana Secretariat Association, Hyd.  
The AG of TS & AP, Hyd.  
All Departments of Secretariat.  
The Finance Department.  
The PAO, Hyd.  
The PS to Prl Secy to CM / PS to CS / PS Secy to GAD  
SF/SC

//FORWARDED::BY ORDER//

SECTION OFFICER